

Bishop's Waltham Parish Council
Minutes of the Community Development Committee Meeting
held in the Jubilee Hall, Bishop's Waltham at 7.30pm
on Tuesday 27th June 2017

Councillors present	Cllr S Jones Cllr J Marsh (Chairman) Cllr R Shields (Vice Chairman) Cllr G Westcombe Cllr J Wood
Non-Committee members	0
Also in attendance:	Mrs E McKenzie Clerk to the Committee Mrs R Shields PROW Officer
Members of the public:	1

- CD19/17 To receive and accept apologies for non-attendance**
All Committee members present.
- CD20/17 To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- CD21/17 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- CD22/17 To appoint representatives to the Town Team**
Cllr Shields explained the role of the Town Team representative and requested that the minutes of the last Town Team meeting were circulated to the Committee.
ACTION: Admin Officer
- Resolved: To appoint Cllr Shields as lead representative to the Town Team**
Proposed: Cllr G Westcombe
Seconded by Cllr J Wood
All in favour
- Resolved: To appoint Cllr Westcombe as representative to the Town Team**
Chairman's proposal
All in favour
- Cllr Jones and Cllr Woods were noted as interested in the Town Team group and volunteered to be available to attend meetings should either of the other two nominated councillors not be able to.
- CD23/17 Public Session**
A query was raised by the member of the public regarding the Abbey Mill site which is being sold for redevelopment. The process of public consultation and application for planning permission was explained.
- CD24/17 Approval of the Minutes of the meeting 23rd May 2017**
Resolved: To approve the minutes of the meeting 23rd May 2017.
Proposed: Cllr Westcombe
Seconded: Cllr Mrs J Woods
All in favour that were present at the meeting
- CD25/17 Actions arising from the minutes of the meeting 23rd May 2017**
Noted.
The 'Party in the Park' event was now complete and highlighted as a success.
The collection of business cards for the Community Information Board was still in progress. The cycle leaflet was reported as being planned for a reprint by the South Downs National Park Authority in 2018.

The next meeting of the working party for the Remembrance Day Parade was due this month. It was noted that the meeting should include Mrs Shields as she is the Poppy Appeal Organiser for the town. A parade route map was also reminded to be very useful for all due to march.

ACTION: Admin Officer

The postal route for Bishops Waltham only included houses in SO32 1 and not SO32 2 addresses therefore Durley Road was not covered and, as a consequence, Cllr Jones volunteered to deliver Bishops Waltham Parish Council newsletter to these twelve houses on the boundary of the town. The plan to level the path at the low end of Priory Meadow was on hold by the PROW Officer. The letter to the landowner on Footpath 10 was complete.

The issue at the Franklin Farm footpath was to be passed to Natalie Hands, Hampshire County Council Countryside Access Engagement Ranger.

Cllr Shields and the Admin Officer were due to meet to update the Community Emergency Plan and draft a publicity report this month. A date was to be set for next week. **ACTION: Admin Officer/RS**

CD26/17 Financial Position Year to Date

Noted.

The 'Community Leaflets' overspend was noted but there was still funding budgeted in 'Community Newsletters' for this planned spending in Autumn/Winter 2017.

Events expenses were still in the process of being calculated for the Party in the Park event. A breakdown of expenses would be available for the next meeting.

CD27/17 Parish Rights of Way Officer's Report – to consider any motion put to the meeting as a result

Mrs Shields provided a verbal report covering the following points:-

Walks Leaflet – available in the boxes on the mapboard in the central car park

Footpath Warden Scheme – The HCC Engagement Officer had arranged a walkaround in The Moors for volunteers to look at potential problems to look out for and report on but only 3 out of 7 attended so a second session would be scheduled. Two volunteers have taken on specific routes to monitor while the other wishes to do general walking. Two rucksacks of equipment are stored with the PROW Officer for loan to Footpath Wardens.

Volunteer Form – The Clerk has devised a form for any volunteers undertaking Parish Council activities so that they are covered by PC insurance.

Vandalism at the stile on Footpath 37, off Pondsides, was reported which led to cattle escaping and the ACSO having to round them up on his new bicycle! The landowner has repaired the stile but is concerned about the incident.

The application for the conversion of a stile into a kissing gate on Footpath 10 was nearly complete. A metal gate was preferable due to wooden ones potentially being damaged by horses and goats due to be in the field. The Ramblers had kindly said that they would install the new gate. The landowners had agreed to pay £50 each towards costs.

Resolved: To purchase a new 1.6m metal kissing gate

Chairman's Proposal

**All in favour
Officer**

ACTION: PROW Officer/Admin

The PROW Officer had reported some other issues to Natalie Hands so she was aware of them.

Cllr Mrs Woods queried if there should be a stile at the start of the Tollhouse path opposite Paradise Lane. She requested that this could be site for a new kissing gate to highlight the footpath route. The PROW Officer would speak to the landowner and report back on this matter next month.

ACTION: PROW Officer

CD28/17 'Party in the Park' Event – Report from the Working Party - for consideration

The report presented by the Chairman was noted.

Other points suggested were:-

Extend invitation to be part of the organisational team to other volunteers in the town

Consider the effectiveness of the location of the stage

Ensure there was a static Event Control base

A good crowd attended – some of which were of a different demographic to other events

Minibus shuttle could have been used more

More roadside advertising in strategic locations could have been effective

More BW residents targeted in Parish Council newsletter and Parish Magazine

Ensure date clear of Carnival

A review meeting was due to be held in early July with key points noted for a future similar event to be filed. Report to Parish Council meeting 11th July 2017. **ACTION: Admin Officer/ Working Party**

- CD29/17** **Process to gather ideas for future projects – Paper from Cllr Shields – for consideration**
 Cllr Shields presented the paper emphasising the role of the Community Development Committee within Bishops Waltham Parish Council. Liaison with the Town Team was key to ensuring vibrant events for the town. Cllr Jones suggested that if the Terms of Reference did encourage CDC organising more events that this needed budgeting for in the Autumn budget planning for 2018/19. It was also reminded that not all events could be precept funded so additional funding opportunities would need to be sought. It was noted that CDC meetings were formal but working party meetings should be more informal and relaxed in order to be creative.
- The Chairman listed key events that CDC organised annually:-
1. BWACO meeting (Jan/Feb) where organisations met to discuss the calendar of events
 2. The ‘What’s On Guide’ – the collation of dates of events occurring in Bishops Waltham for the year
 3. Annual Meeting of the Parish
 4. ‘Clean Up Bishops Waltham’ event
 5. A Summer Event i.e. Party in the Park
 6. Remembrance Day Parade
- Resolved:**
- i. **To note the paper and offer any further ideas**
 - ii. **To establish a small working group, lead by Cllr Shields, to manage the process for defining future projects** (all members of CDC were noted as members of this group)
 - iii. **To present the final results to the Committee on 26th September 2017**
- Chairman’s Proposal**
All in favour
- CD30/17** **Forward Plan 2014-2018**
 (i) List of actions – update
 Noted as mostly complete or given attention.
 The Parish Council were supporting the advertisement of a replacement Village Agent.
 The Audio Visual Equipment was now installed and tested. A demonstration was due early July.
 PE5 - Note CDC will take on enhanced responsibility if Town Team in decline
- CD31/17** **Chairman’s Report**
 The ‘Party in the Park’ event report had been presented as an earlier agenda item.
- CD32/17** **Councillors’ Reports**
 Cllr Jones reported on the Passenger Transport Forum that he had attended. He queried if there was an overlap of committee responsibility if this matter related to highways. The Forum had been a useful cascade of information with an interesting question and answer session. Links had been made with Stagecoach and similar contact was hoped to be made with Xelabus. Bus routes were considered and it was felt that opportunities to provide enhanced link ups and timings could be discussed. Cllr Jones would present a paper at the next meeting covering these points. It was noted that this covered HQ5 of the Forward Plan.
- CD33/17** **Requests for Future Agenda Items**
 Transport Paper – Cllr Jones
 Park Lug walk proposal – Cllr Jones
 Youth Council Paper – Cllr Westcombe
 Demographically Targeted Activities in Bishops Waltham – Cllr Woods (Autumn report)
- CD34/17** **Date of next meeting Tuesday 25th July 2017**
 Noted.

There being no further business the meeting closed at 8.57pm.